

TOWN OF NORTH HAVEN PERSONNEL REQUISITION

To Requisitioner: The Civil Rights Act of 1964 prohibits discrimination in employment because of race, color, creed, religion, sex or national origin. Federal law also prohibits other types of discrimination such as age. The laws of most states also prohibit some or all of the above types of discrimination as well as some additional types such as discrimination based upon ancestry, marital status or physical or mental handicap or disability. Any expressions of limitations in these areas expressed in this requisition should be warranted by a bona fide occupational or legally permissible reason.

Date Posted: September 23, 2016

Closing Date: When filled.

FROM: DIRECTOR OF PUBLIC WORKS

DEPARTMENT: PUBLIC WORKS (BUILDING)

I. DESCRIPTION OF NEED

DATE NEEDED	NUMBER OF EMPLOYEES	JOB TITLE	JOB CLASSIFICATION NUMBER	HIRING SALARY RANGE	JOB SALARY RANGE
ASAP	1	Assistant Building Official	S-3	59,218-82,846	59,218-82,846

PERMANENT: Yes TEMPORARY: If Temporary, for how long? **N/A** WHICH SHIFT? **DAYS**

FULL TIME: Yes HOURS: 40 PART TIME: **NO** If part time, what hours or days? **N/A**

II. REASON FOR NEED

REPLACEMENT: Yes ☒ No

ADDITION: Yes No ☒ If yes, state funding.

III. REQUIREMENTS

EDUCATION: GRADE SCHOOL HIGH SCHOOL ☒ COLLEGE COMMERCIAL OTHER

EXPERIENCE:

Under the direction of the Building Official, this position is responsible for administrative and technical work involving the inspection of building construction as per the language and plans for conformance with the State's Basic Building Code. Work involves the responsibility for inspecting construction at various stages of completion and investigating citizen complaints. Duties include, but are not limited to, inspection of footings, framing, plumbing, heating, air conditioning, ventilation, electrical, and sprinkler installation. Duties also include plan reviews for residential, commercial and industrial permit applications.

Experience in the enforcement of Blight Ordinances or Blight Conditions is preferred.

In the absence of the Building Official, may be assigned the duties of Building Official. Organizes and maintains files on inspection and review work. Investigates complaints of building code violations and takes corrective action. Provides technical consultation to Town departments and commissions as needed.

This position also has the responsibility for performing difficult Building inspections and making complex technical decisions in the above areas. The work requires that the employee has knowledge, skill and abilities in MOST phases of Building construction and inspections. The selected candidate MUST possess a current and in good standing, State of Connecticut Assistant Building Official Certification. An E-1 (Electrical 1 Contractor) or E-2 (Electrical Journeyman) licenses are preferred in addition to the Assistant Building Official Certification.

APPROVED BY: _____SEL

_____DF/A

_____DPW